

AC-3 - AUTOMOBILE CLUB

This is to certify that the automobile club named below has conducted a diligent inquiry and investigation of the background of the producers listed below. This inquiry includes his/her financial stability and personal characteristics. It is further certified that the producers are thoroughly familiar with the insurance features of the automobile club service contract, if such contract includes any form of insurance. THIS IS TO FURTHER CERTIFY THAT THE PRODUCERS LISTED BELOW ARE APPOINTED FOR THE LICENSE YEAR: MAY 1,2004 - APRIL 30, 2005.

Company Number _____

Company Name and Address:

COMMISSIONER OF INSURANCE
STATE OF LOUISIANA
P. O. BOX 94214
BATON ROUGE, LOUISIANA 70804-9214

☐ CHECK THIS BOX IF THIS COMPANY APPOINTMENT IS FOR
AN INSURER APPLYING TO BECOME ADMITTED IN THIS STATE.

	Disapproved Code (DOI Use)		Limited Code		Producer Name			Resident State	Fee
	↓	License Number	↓	EIN or Social Security N ⁰	Last	First	Middle		
1									
2									
3									
4									
5									
6									
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11									
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16									
17									
18									
19									
20									

REMARKS:

Original Signature of Authorized Representative

Date

Fiscal Division Only	PRODUCER Licensing Only	FOR DEPARTMENT OF INSURANCE USE ONLY	
		Classification	
		Postmark Date	
		Date Processed	
		Initials	

INSTRUCTIONS FOR APPOINTING ALL TYPES OF PRODUCERS

1. When an appointment form is submitted to our department a copy of the disapproved appointments will be returned to your company. **Please enclose a self-addressed, stamped envelope.** (Please make a copy for your records prior to submitting your appointment to our office.)
2. Louisiana no longer sends confirmation of approved appointments. Please check our website at www.lidi.state.la.us. It is updated daily
3. All insurer information must be completed including the company number.
4. **Fees are not refundable.** A new form and fee must be submitted if the appointment is disapproved.
5. The name listed on the appointment form must be exactly as it appears on the Louisiana license. List last name first in alphabetical order. Do not use abbreviations or nicknames. **INCOMPLETE NAMES WILL BE DISAPPROVED.**
6. When appointing a partnership or corporation, list the name of the partnership or corporation. It is not necessary to appoint each partner, officer or employee registered with the firm, in their individual name.
7. A \$10 penalty fee will be charged for each name listed on the renewal appointment form if received after March 1.
8. Checks must be made payable to the Louisiana Department of Insurance.
Notice: The Louisiana Department of Insurance may convert your payments by check to an electronic Automated Clearinghouse (ACH) debit transaction. This means that your account may be debited the day your check is received by the Louisiana Department of Insurance. Although the debit transaction will appear on your bank statement, your check will not be returned to your bank. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process the copy of your check.

Life, Health and Accident Appointments (1117B)	Property and Casualty Producer Appointments (1170)
If you wish to limit a producer to the lines of insurance listed below, please indicate the limited code in the corresponding column on Form 1117B.	If you wish to limit a producer to the lines of insurance listed below, please indicate the limited code in the corresponding column on Form 1170.
1. Limited to Credit Life	5. Limited to Industrial Fire
2. Limited to Credit Health and Accident	6. Limited to Fidelity and Surety
3. Limited to Credit Life and Credit Health and Accident	7. Limited to Baggage
4. Limited to Travel Health and Accident	8. Producer will write Bail Bonds
	9. Limited to Vehicle Property Damage
	10. Limited to Credit Property
FEES:\$20.00 per producer	FEES:\$20.00 per producer
Automobile Club Producers (AC-3)	Variable Annuity Appointments (VA-3)
	The applicant must hold a current Life Appointment with the appointing Insurance Company.
FEES:\$20.00 per producer	FEES:\$20.00 per producer

DISAPPROVED CODES			
A	Producer did not renew his/her license	J	Deceased Individual
B	Producer holds a limited license and is not qualified to transact lines of insurance authorized by your company's certificate of authority	K	Revoked License
C	Invalid license number or name and number do not match	L	Suspended License
D	Insufficient Fees – must resubmit with new fees	M	License Cancelled
E	Duplicate Appointment	N	Moved out of state
F	Producer is not licensed	O	Need letter of certification indicating lines of insurance for which the producer is licensed
G	Producer has a complaint on file	P	Producer does NOT hold a current life appointment to represent the insurance company
H	Producer has a non-sufficient fund check on file (company appointment form may be resubmitted when check is clear)	Q	Invalid company number or company name and number do not match
I	Invalid address and/or Fine imposed	R	See REMARKS at bottom of form OR see letter attached to appointment form